

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment"

**Position Title:** Senior Computer Systems Analyst  
**Position Number:** 58102067  
**Division:** Information Technology & Processing  
**Band/Salary:** 7/\$26.51 - \$28.07/hr DOQ  
\*Training Assignment salary would be 5% less DOQ  
**Status:** Permanent/Full-Time  
**Location:** Helena  
**Union:** No  
**Supplement:** No  
**Closing Date:** September 11, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as a Senior Computer Systems Analyst, you must be analytical, logical, and have both a strong work ethic and a positive attitude. This position requires that you be self-motivated, have the ability to work both independently and as part of a team, and that you communicate effectively and professionally with co-workers. If you excel in a dynamic computing environment, we encourage you to apply.

Senior Computer Systems Analysts provide professional support to the department's computing environment. The core system is an integrated commercial-off-the-shelf (COTS) product for which site specific code is jointly developed and maintained with the Department of Justice. The system currently uses a VB.Net front end on an Oracle 10g database and, as a COTS system, is continually upgraded with the latest technology, providing developers with the opportunity to keep their skill set current.

Work involves maintaining and supporting the tools and systems used by the development staff and the production users. Tasks include: database and query tuning; security management; disk space utilization management; server configuration and maintenance; tool development and maintenance; troubleshooting architectural issues; coordinating data transfer between agencies; etc. It also involves requirements definition, software design, development, testing, modification, implementation and production support using standard development practices. Candidates must have:

- Knowledge of programming languages, design theory, and computer application functionality; application testing theory; development tools; and database and server hardware and software.
- Analytical skills; skill and ability to read technical materials and interpret, comprehend, and utilize information obtained; and to perform needs assessment services and feasibility analysis of computer systems.
- Ability to adhere to ethical standards; adapt readily to new situations and effectively resolve problems; make appropriate decisions and use good judgment; work on multiple tasks and manage time effectively; and to work effectively with little or no guidance.

Skill and ability to communicate and mentor coworkers and users regarding supported applications and to provide timely and effective written, oral, and interpersonal communication.

The above competencies are typically acquired through the completion of a Bachelor's Degree in Computer Science, Computer Information Systems, or other related discipline and 5 years of progressively responsible field-related experience or an Associate's Degree in Computer Science, Computer Information Systems, or other related discipline and 7 years of progressively responsible field-related experience. All relevant combinations of education and experience will

be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

**A typical average compensation package for an average salary of \$55,000.00 / yr is:**

Wages:	\$55,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 3,795.00

**Total Average Wage Package \$65,875.00**

**Application Process and Deadlines**

- This job announcement and the Montana State Application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
- All application materials must be received by 5:00 PM on the closing date.
- Application materials may be submitted by sending directly to:  
Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604
- Applications can be taken to any Montana Job Service Office and must be date stamped by the closing date, or
- You can fax your application to the Human Resource Office at 406-444-6998. If you fax your application, you will need to call 406-444-9858 to verify all pages are legible
- **Late, unsigned or incomplete applications will not be considered.**

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Training Assignment:** A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

**Background Examination:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

**Compliance with All Appropriate Montana Tax Laws:** Specifically, your tax status must be current.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act:** In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.